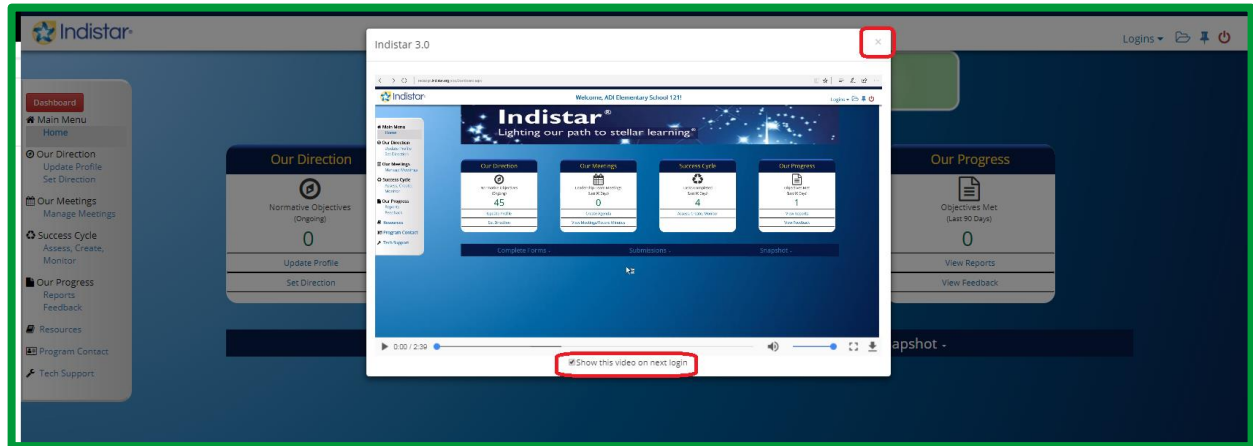


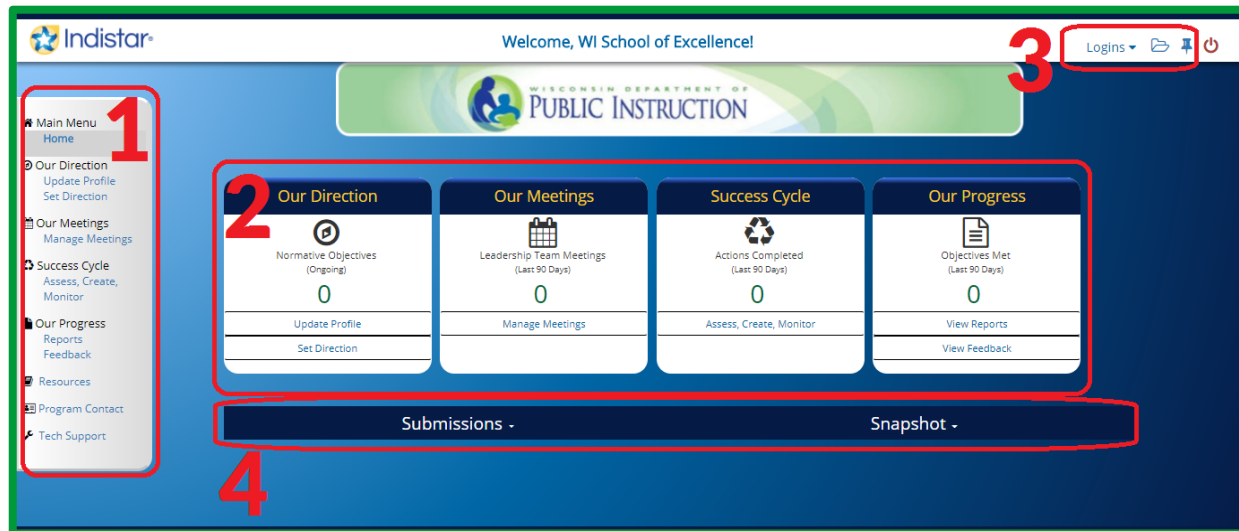
2017 Indistar Walkthrough

You may notice some changes when you log into Indistar for the first time. Most of these changes will help reduce the overall steps and create an easier and more convenient process to edit or adjust your indicators. Here's a quick document to help walk you through this process as you begin entering actions (formerly called "tasks") into your plan.



When you log in, a brief video will pop-up explaining some of the changes. This quick-look of the changes is a great way to familiarize yourself with the new platform. To close it, click the "X" at the top right of the video player. To disable the video pop-up, uncheck the box at the bottom.

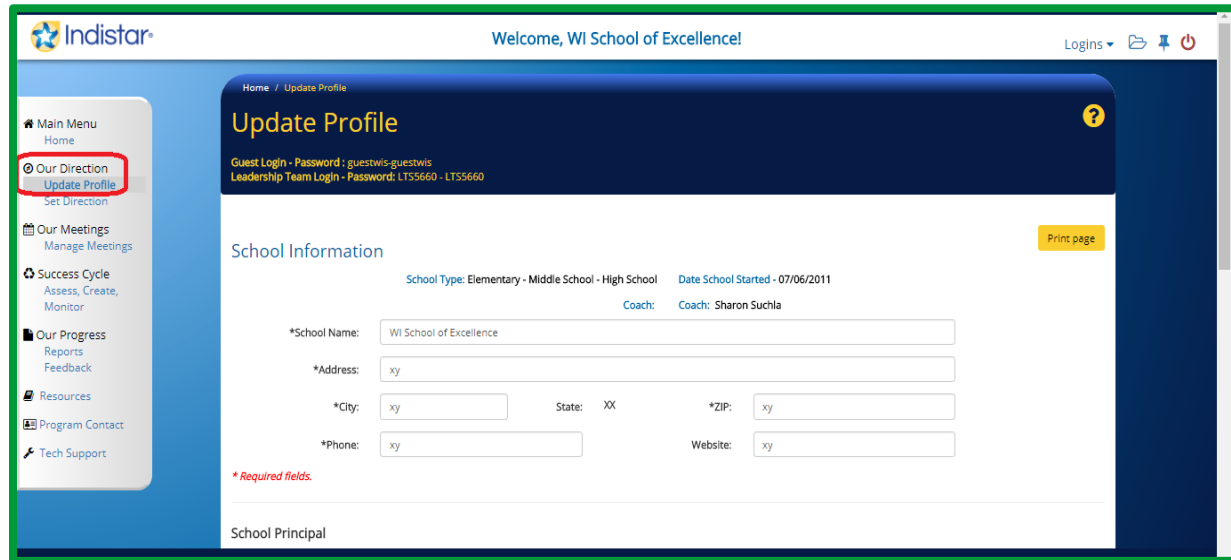
Main Menu: Home



1. **Navigation Bar:** The Navigation Bar will stay up in most windows and allows quick access to the different pages.
2. **Improvement Process blocks**
3. **Title Bar:** Login Information, Document Upload, Bulletin Board, and Log Out
4. **Submission and Snapshot dropdowns:** provides a quick snapshot of your work and where to submit comprehensive reports for DPI review.

2017 Indistar Walkthrough

Our Direction:



The screenshot shows the 'Update Profile' page in the Indistar system. The left sidebar has a menu with 'Our Direction' highlighted, and 'Update Profile' is selected. The main content area is titled 'Update Profile' and includes a 'Print page' button. Below the title is a 'School Information' section with a form. The form contains fields for School Name, Address, City, State, ZIP, Phone, and Website. The School Name field is pre-filled with 'WI School of Excellence'. The State field is pre-filled with 'XX'. The Coach field is pre-filled with 'Coach: Sharon Suchla'. A red asterisk indicates that the fields marked with an asterisk are required.

Indistar® Welcome, WI School of Excellence! Logins

Home / Update Profile

Update Profile

Guest Login - Password : guestwis-guestwis
Leadership Team Login - Password: LTSS660 - LTSS660

Print page

School Information

School Type: Elementary - Middle School - High School Date School Started - 07/06/2011

Coach: Coach: Sharon Suchla

*School Name: WI School of Excellence

*Address: xy

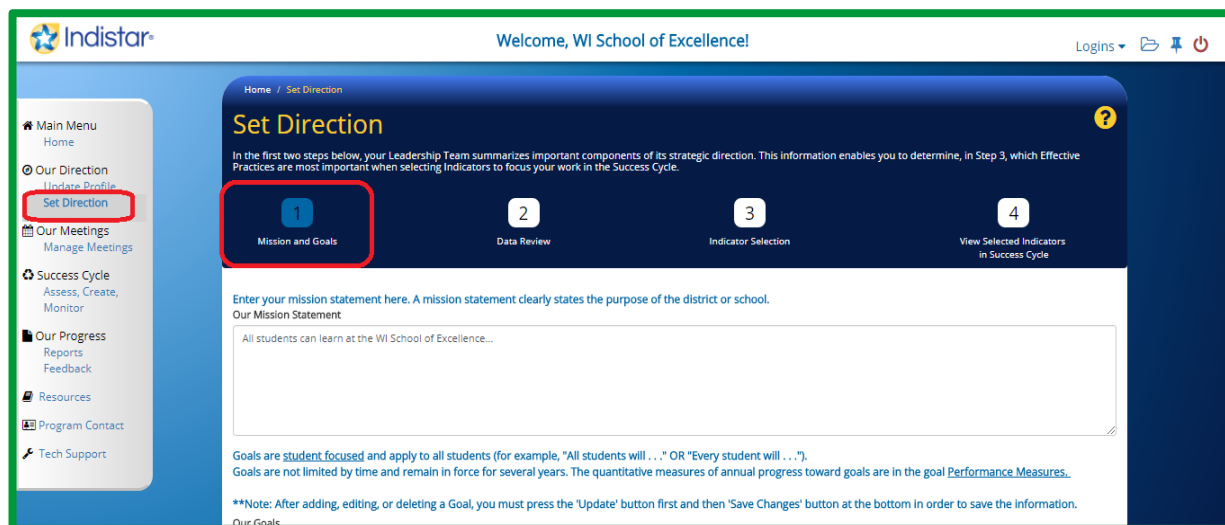
*City: xy State: XX *ZIP: xy

*Phone: xy Website: xy

* Required fields.

School Principal

1. **Update Profile:** Add or change principal, Indistar Process Manager (IPM) and team members.



The screenshot shows the 'Set Direction' page in the Indistar system. The left sidebar has a menu with 'Our Direction' highlighted, and 'Set Direction' is selected. The main content area is titled 'Set Direction' and includes a 'Print page' button. Below the title is a four-step process: 1. Mission and Goals, 2. Data Review, 3. Indicator Selection, and 4. View Selected Indicators in Success Cycle. The first step, 'Mission and Goals', is highlighted with a red box. Below the steps is a text area for the mission statement, which is pre-filled with 'All students can learn at the WI School of Excellence...'. Below the text area is a section for goals, which includes a note about the format of goals and a link to 'Performance Measures'.

Indistar® Welcome, WI School of Excellence! Logins

Home / Set Direction

Set Direction

In the first two steps below, your Leadership Team summarizes important components of its strategic direction. This information enables you to determine, in Step 3, which Effective Practices are most important when selecting Indicators to focus your work in the Success Cycle.

1 Mission and Goals 2 Data Review 3 Indicator Selection 4 View Selected Indicators in Success Cycle

Enter your mission statement here. A mission statement clearly states the purpose of the district or school.

Our Mission Statement

All students can learn at the WI School of Excellence...

Goals are student focused and apply to all students (for example, "All students will ..." OR "Every student will ...").
Goals are not limited by time and remain in force for several years. The quantitative measures of annual progress toward goals are in the goal Performance Measures.

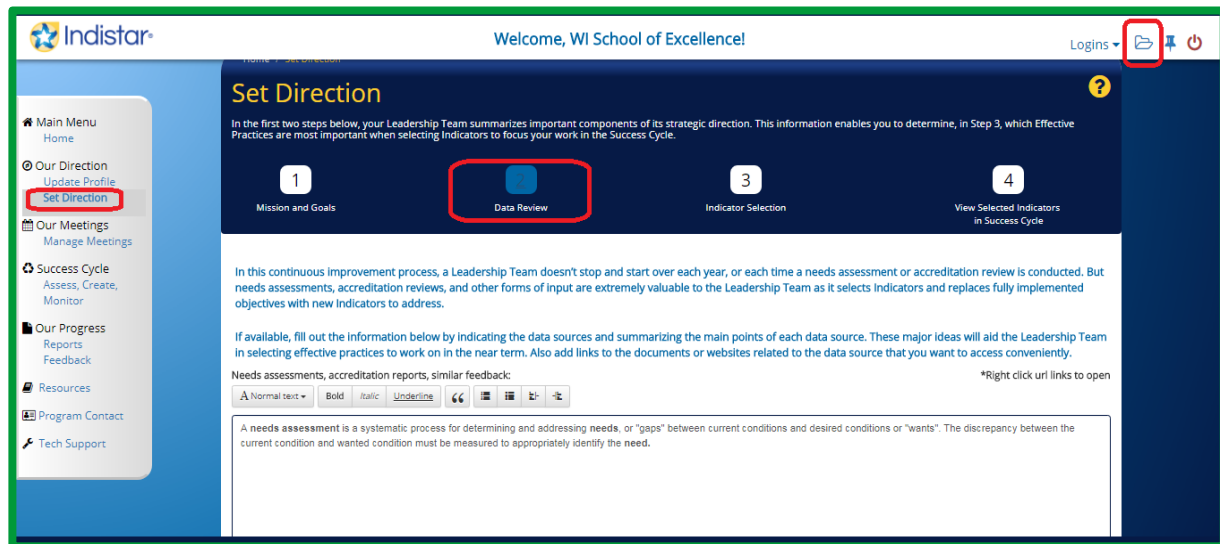
**Note: After adding, editing, or deleting a Goal, you must press the 'Update' button first and then 'Save Changes' button at the bottom in order to save the information.

Our Goals

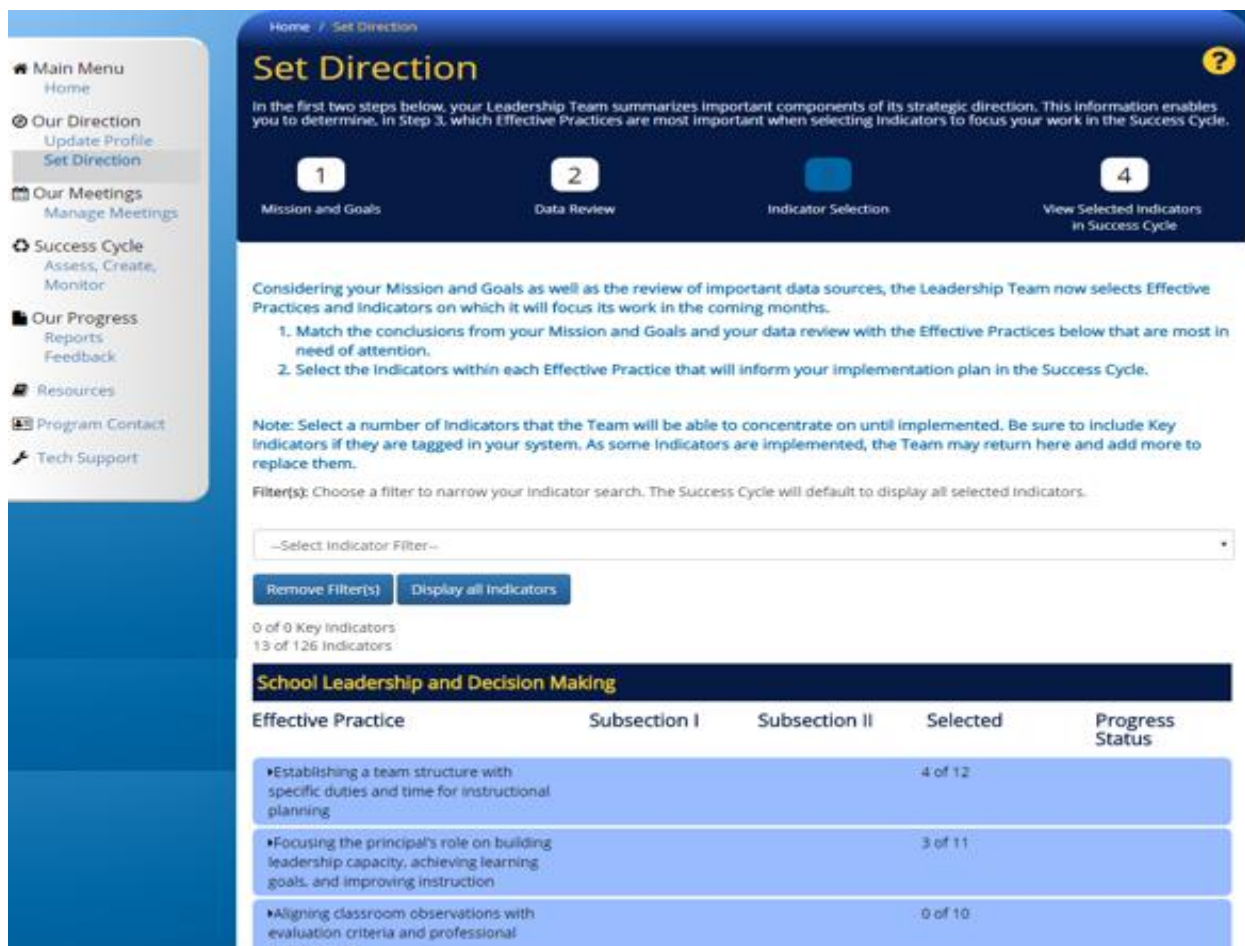
2. **Set Direction:**

2a. **Mission and Goals** (recommended): A place to indicate your schools' goals and mission.

2017 Indistar Walkthrough



2b. Data Review (recommended): Another place to house data analysis as you plan your next year. To store data, click the Document Upload icon at the top right of title bar.



2c. Indicator Selection (required): Displays the list of Effective Practices. Click "Display all Indicators" Button to expand list to include all potential indicators.

2017 Indistar Walkthrough

Welcome, WI School of Excellence!

Logins ▾

Effective Practice

Subsection I

Subsection II

Selected 3 of 12

Added
A team structure is officially incorporated into the school governance policy. (36)

Indicator	Description	Status
ID01	A team structure is officially incorporated into the school governance policy. (36)	Assessed
ID02	All teams have written statements of purpose and by-laws for their operation. (37)	In Plan
ID03	All teams operate with work plans for the year and specific work products to produce. (38)	In Plan
ID04	All teams prepare agendas for their meetings. (39)	In Plan
ID05	All teams maintain official minutes of their meetings. (40)	No Actions
ID06	The principal maintains a file of the agendas, work products, and minutes of all teams. (41)	Not Assessed
ID07	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting). (42)	Not Assessed
ID08	The Leadership Team serves as a conduit of communication to the faculty and staff. (43)	Not Assessed
ID09	The Leadership Team shares in decisions of real substance pertaining to curriculum, instruction, and professional development. (44)	Not Assessed
ID10	The Leadership Team regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs. (45)	In Plan
ID11	Teachers are organized into grade-level, grade-level cluster, or subject-area Instructional Teams. (46)	In Plan
ID13	Instructional Teams meet for blocks of time (4 to 6 hour blocks, once a month; whole days before and after the school year) sufficient to develop and refine units of instruction and review student learning data. (48)	No Actions

1 of 11

* Any previously selected Spotlight Indicators will already be checked. To select Indicators you want to work on, click the checkbox on the left side. Select one to 10 indicators. A pop-up may appear confirming your work was saved. You may also deselect any Indicators you don't plan to work on this year.

1 Mission and Goals

2 Data Review

3 Indicator Selection

4 View Selected Indicators in Success Cycle

Welcome, WI School of Excellence!

Logins ▾

Home / Success Cycle

Select Additional Indicators

The Success Cycle will default to display all selected indicators.

Filters ▾ Reports ▾

Past Due Objective or Action(s)

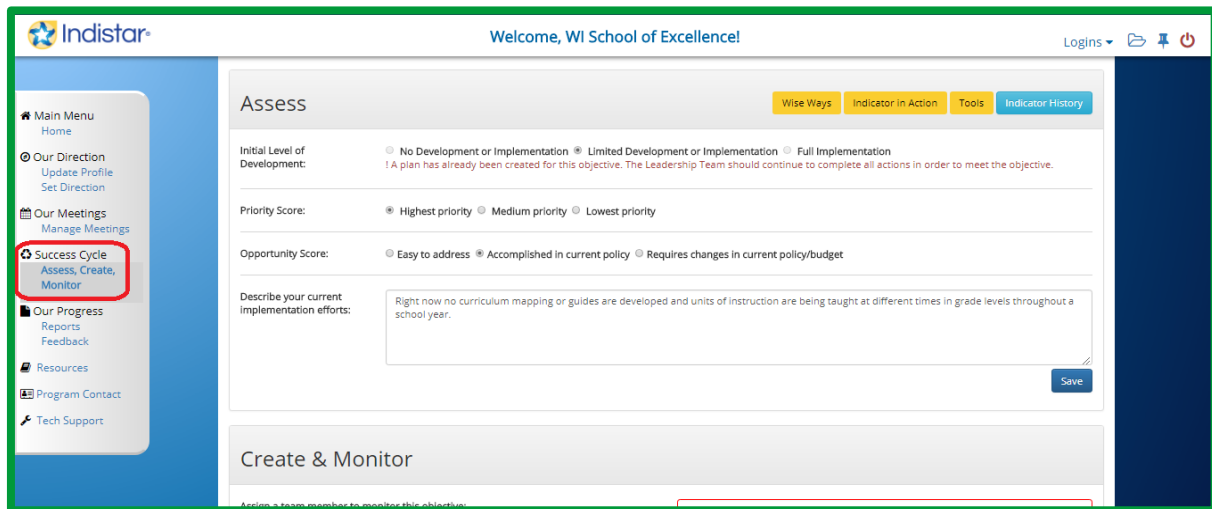
Key Indicator

Indicator/Objective (Count 9)	Assess		Create		Monitor	
	Initial Implementation	Index Score	Assigned to:	Target date:	# of Actions:	Progress Status
School Leadership and Decision Making - Establishing a team structure with specific duties and time for instructional planning						
ID04 All teams will prepare agendas for their meetings. (39)	None/Will Include 01/31/2013	3	removed	07/13/2013	3	Full/Objective Met
School Leadership and Decision Making - Focusing the principal's role on building leadership capacity, achieving learning goals, and improving instruction						
IE02 The principal develops the leadership capacity of others in the school. (53)		0				
Curriculum, Assessment, and Instructional Planning - Engaging teachers in aligning instruction with standards and benchmarks						

Print Page

2d. **Success Cycle** (required): Assess indicator, add or complete an action or indicator, or add a comment. The Success Cycle is also linked from the Main Menu on the left side. Clicking "Select Additional Indicators" will take you back to the "Indistar Selection" page. Clicking an indicator will open its Assess Create Monitor page (see below).

2017 Indistar Walkthrough



The screenshot shows the 'Assess' page in the Indistar system. The left sidebar contains a menu with 'Success Cycle Assess, Create, Monitor' highlighted. The main content area has a header 'Assess' with tabs for 'Wise Ways', 'Indicator in Action', 'Tools', and 'Indicator History'. Below the header, there are sections for 'Initial Level of Development', 'Priority Score', 'Opportunity Score', and a text area for 'Describe your current implementation efforts'. A 'Save' button is at the bottom right.

Welcome, WI School of Excellence!

Logins

Assess

Wise Ways Indicator in Action Tools Indicator History

Initial Level of Development: ☐ No Development or Implementation ☒ Limited Development or Implementation ☐ Full Implementation
! A plan has already been created for this objective. The Leadership Team should continue to complete all actions in order to meet the objective.

Priority Score: ☒ Highest priority ☐ Medium priority ☐ Lowest priority

Opportunity Score: ☐ Easy to address ☒ Accomplished in current policy ☐ Requires changes in current policy/budget

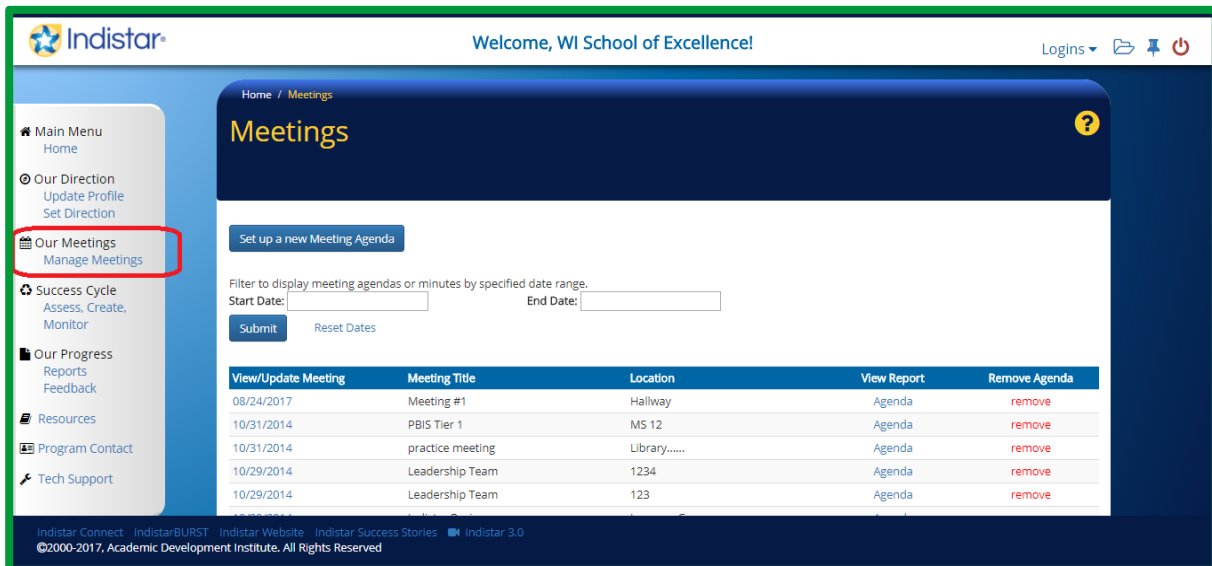
Describe your current implementation efforts: Right now no curriculum mapping or guides are developed and units of instruction are being taught at different times in grade levels throughout a school year.

Save

Create & Monitor

Assign a team member to monitor this objective:

Our Meetings:



The screenshot shows the 'Meetings' page in the Indistar system. The left sidebar contains a menu with 'Our Meetings Manage Meetings' highlighted. The main content area has a header 'Meetings' with a 'Set up a new Meeting Agenda' button. Below the header, there is a filter section for 'Filter to display meeting agendas or minutes by specified date range.' with 'Start Date' and 'End Date' fields. A table lists meeting agendas with columns for 'View/Update Meeting', 'Meeting Title', 'Location', 'View Report', and 'Remove Agenda'.

Welcome, WI School of Excellence!

Logins

Home / Meetings

Meetings

Set up a new Meeting Agenda

Filter to display meeting agendas or minutes by specified date range.

Start Date: End Date:

Submit Reset Dates

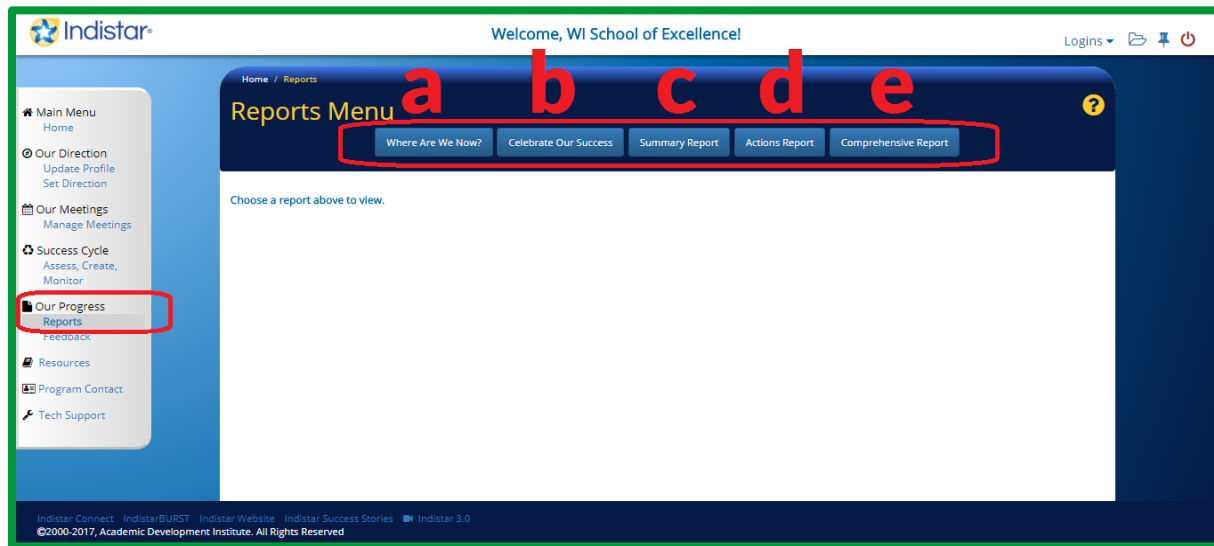
View/Update Meeting	Meeting Title	Location	View Report	Remove Agenda
08/24/2017	Meeting #1	Hallway	Agenda	remove
10/31/2014	PBIS Tier 1	MS 12	Agenda	remove
10/31/2014	practice meeting	Library.....	Agenda	remove
10/29/2014	Leadership Team	1234	Agenda	remove
10/29/2014	Leadership Team	123	Agenda	remove

Indistar Connect IndistarBURST Indistar Website Indistar Success Stories Indistar 3.0
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1. **Manage Meetings (recommended):** *This is where you create agendas and minutes.*

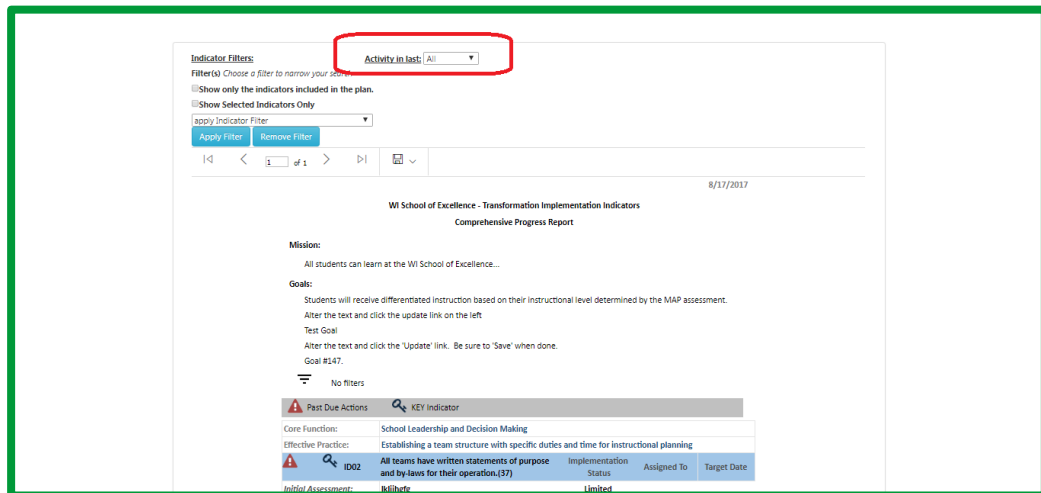
2017 Indistar Walkthrough

Our Progress:

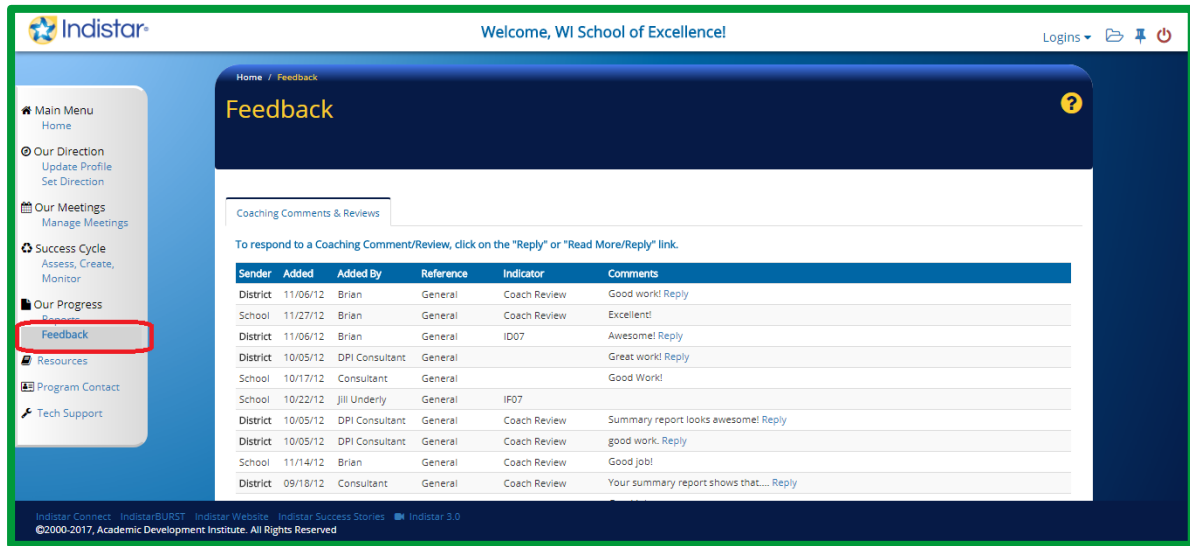


1. Reports:

- Where are we now?:** houses a graphic report of work done
- Celebrate our success:** successfully implemented practices
- Summary report:** quantified report of work done
- Actions report:** details of all actions (formerly tasks)
- Comprehensive report:** generates report by indicator type and time frame (e.g. month, 1 year, etc.)

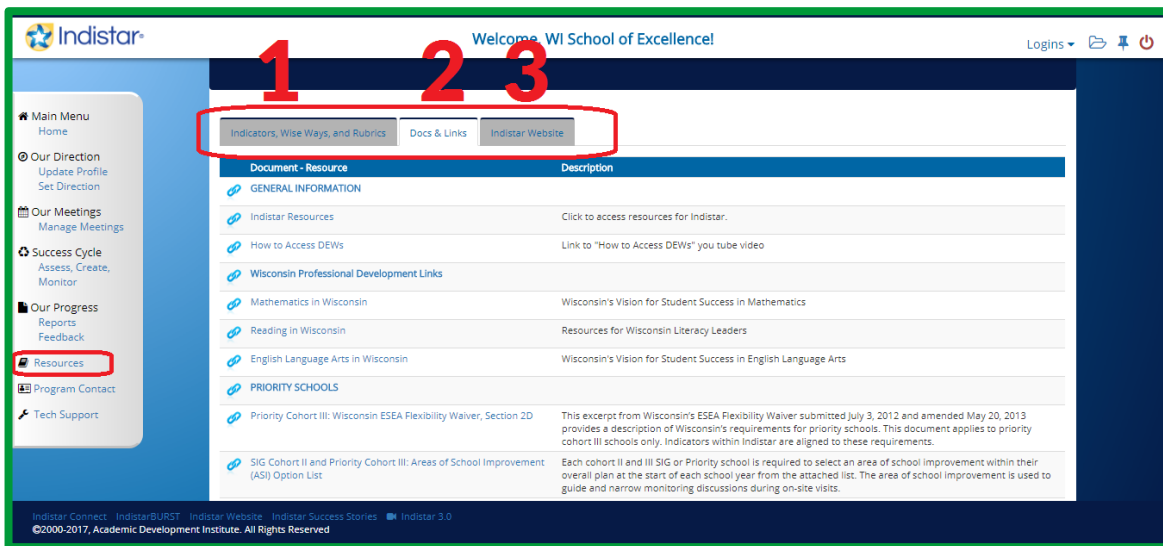


2017 Indistar Walkthrough



2. **Feedback:** receive coaching comments and respond to your DPI consultant.

Resources:



1. **Indicators, Wise Ways, and Rubrics:** select district or school to get appropriate list of tools.
2. **Docs and Links:** includes Indistar and DPI information
3. **Indistar Website:** a link to Indistar website for more resources.